

# ZEVENWACHT COUNTRY ESTATE

HUISEIENAARSVERENIGING / HOME OWNERS ASSOCIATION

P/a Die Bestuursagent  
C/o The Managing Agent  
Residentia Trust (Edms) Bpk / (Pty) Ltd  
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Date: 13 September 2012

**TO: ALL OWNERS**

## DEBT COLLECTION POLICY

In order to ensure that all owners are aware of the process of arrear levy collections, we hereby request that owners familiarize themselves with the following :-

1. Levies are payable in advance on the first day of each and every succeeding month (paragraph 7.2 of the Constitution refers).
2. Levies not paid by the beginning of the second month (thereby being more than 30 days overdue as from the first of the previous month) will cause a FIRST REMINDER to be issued (via e-mail / ordinary letter, facsimile or sms).  
**The owner will be requested to settle his/her account within 7 (seven) days.**
3. Levies not paid by the 15th day of the following month (being at least 10-days after the First Reminder has been issued) and on which the managing agents have received no response, will active a FINAL REMINDER being issued (via e-mail / ordinary letter, facsimile or sms).  
**The reminder is valid for a further 7 (seven) days.**
4. Levies not paid after 60 days will be handed over to the attorneys for immediate summons. The default owner will be liable for and shall pay all legal costs on the scale as between attorney and own client.

The following fees will be recovered by the Managing Agent in terms of Regulation 11 of the DEBT COLLECTORS COUNCIL FEES (Annexure B - Effective from 1 March 2011)

NOTE: The total amount to be recovered from the debtor in respect of items 1 to 7 of the Annexure shall not exceed the capital amount of the debt or R736.00 whichever is the lesser.

ITEM	DESCRIPTION	AMOUNT
1(a)	Necessary ordinary letter, registered letter, facsimile or e-mail.	R15.00 (and in the case of a registered letter, the cost of the registration fee to be added)
1(b)	Registered letter (Sec 57 of the Magistrates Court Act, (Act 32 of 1944)	The amount as prescribed from time to time in items 8 of Annexure 2, Table A, Part II of the Rules of Court of the Magistrates Court Act, 1944 (Act No. 32 of 1944)

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| 2. | Necessary phone call, which is not consultation (per call)   | R 15.00  |
| 3. | Other necessary expenses not specifically provided for, a total amount of:   | R 15.00  |
| 4. | Acknowledgement of debt and undertaking to pay debt in terms of section 57 or section 58 of the Magistrates Court Act, 1944 (Act No. 32 of 1944) (including the necessary consultation with debtor)  | The amount as prescribed from time to time in items 9 and 10 of Annexure 2, Table A, Part II of Rules of Court of the Magistrates Court Act 1944 (Act No. 32 of 1944)              |
| 5. | At the request of the debtor, the drawing up and furnishing of a settlement account, other than the six monthly settlement account   | R 30.00  |
| 6. | Correspondence received and attended to  | R 7.00   |
| 7. | Necessary consultation with debtors  | R 37.00  |
| 8. | Attending taxation   | R 59.00  |
| 9. | On receipt of an instalment (one or more) in redemption of the debt inclusive of instalments made directly to the client   | A fee of 10% of the instalment received subject to a maximum amount of R368.00.<br>No additional fee shall be charged in connection with the receipt or payment of any instalment. |
| →  | Please NOTE that the above mentioned fees are subject to change of Regulation 11 of the Debt Collectors Council Fees.  |  |
| →  | You will note that the fees involved are not for the benefit of the Home Owners Association (HOA). All that the HOA is entitled to is the levy and interest charged. The fees are to cover additional administration required to collect the arrears levies. It is standard procedure for the fees to be for the benefit of the managing agent (which is registered with the Council of Debt Collectors. |  |

Kind regards

### TRUSTEES

ZEVENWACHT COUNTRY ESTATE Home Owners Association

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TRUSTEES: G Olivier (Chairman/Voorsitter), WNS van Heerden, W Punt, SC Parker, G Ollewagen, AS Moore, C Fillis

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